BUREAU OF TRANSPORTATION STATISTICS

FISCAL YEAR 1999 5-YEAR IRM PLAN

1. **Executive Summary** - The Bureau's information technology focus is on meeting its mission of compiling, analyzing, and distributing information on the Nation's transportation systems for use by the public; the transportation industry; federal, state, and local governments; academia; and, related associations. Focusing on this mission meets Departmental and Bureau goals by keeping the public informed to better respond to safety, planning, economic, and programming issues.

2. **Mission** - The mission of the Bureau of Transportation Statistics is to compile, analyze, and make accessible information on the Nation's transportation systems; to collect information on intermodal transportation and other areas as needed; and to enhance the quality and effectiveness of statistical programs of the Department of Transportation through research, development of guidelines, and promotion of improvements in data acquisition and use.

3. **Major Accomplishments** - The Bureau's information technology program has: (1) provided access to information via the Internet more than 220,000 times; (2) distributed more than 180,000 (65,000 in 1998) printed reports; (3) distributed almost 70,000 (35,000 in 1998) other products (maps, disks, etc.); (4) responded to an average of 300 calls per month to our Statistics Hot Line; (5) published more than 72 CD-ROM titles; and, (6) conducted, through the Bureau of the Census, three major transportation surveys (Commodity Flow Survey, American Travel Survey, and Truck Inventory and Use Survey). Other major accomplishments for FY 1998 include selecting and purchasing an in-house financial management system; completion of the assessment phase and near completion of renovation phase of year 2000 issues for our critical system.

4. **Present Environment**

   A. Internal strengths and weaknesses (problems and opportunities) on each of the following items:

      a. Data management - The Bureau is actively seeking to set standards for establishing, maintaining, and

operating existing and new databases. Data warehousing and the need for it is becoming more of an issue for the Office of Airline Information within the Bureau.

b. Telecommunications capabilities - The Bureau has up to date voice, data, and messaging capabilities. All staff have access to the latest technology with respect to computers and related messaging software and hardware including video transmission capabilities through the use of an existing video teleconferencing facility.

c. Information dissemination activities - The Bureau has its own Internet server and operates its own home page. We provide services to other elements within the Department, e.g., OST, for establishing and maintaining their home page activities. Production of CD-ROMs is another strength of the Bureau. We have provided 72 separate CD titles in such diverse areas as traffic safety data, National Transportation Atlas Data, and Travel and Tourism. Most staff have access to CD readers and we have the capability of producing our own CD masters.

d. Information data collection/retention - We are examining the implications of electronic mail archiving requirements. Information collection activities conducted by the Office of Airline Information of the Bureau are controlled by the Code of Federal Regulations. The Bureau is involved in only one other data collection activity and that is maintenance of a customer database in which BTS customers and the products they receive are identified. Guiding policy for all activities include Privacy Act, Freedom of Information Act, and Information Resource Management criteria.

e. IT training, policy development and implementation, and system evaluation - Our internal strength lies with the fact that the agency is small enough that very few staff are involved in IT training, policy, and system evaluation. These activities are all coordinated through regularly scheduled staff meetings and daily personal contact.

B. IT Architecture:

a. Architecture development - The Bureau’s IRM coordinator provides all staff with current computing technology, both hardware and software.

This includes hardware and software required for not only desktop application, but also for data transfer and communications capabilities.

b. Components of architecture - Because of the agency's size, BTS's IT architecture is very simple. Its components consist of a LAN element, a staff computer requirements element, and an element supporting Office of Airline Information.

c. Architecture resources (including costs) - BTS IT architecture consists of virtually nothing but commercial-off-the-shelf (COTS) products. A general description includes local area network servers, desktop and laptop personal computers, Macintosh desktop and laptop computers, and Unix based desktop and laptop computers. Peripheral equipment includes: flatbed scanners, plotters, laser printers, color printers, and a digitizing table. Hardware costs for fiscal year 1998 were about $600,000. Software is all COTS except the operations database software used by the Office of Airline Information and our product distribution center's customer database. Software costs for fiscal year 1998 were about $280,000 of which over $180,000 was for 2 highly specialized products related to accounting systems and statistics.

d. IT Architecture Standards - There is no written BTS IT architecture standard. At this point the operating standard is to provide staff with the latest available hardware and software commensurate with reasonable budgetary controls and mission requirements. A significant issue relative to BTS IT standards is that a guiding criterion in the purchase and use of any system is that it be compatible with the agency's existing investment and that it be as compatible as possible with Departmental, other Operating Administrations, and the general public as is practicable.

e. Architecture linkages - There are 2 key interagency/intermodal linkages within BTS. One is our connection to the Interdepartmental Network (IDN). BTS connects with the IDN through its own NIC registered router. The other key linkage is through the operation of our Internet home page and its links to data located in other modal administrations.

C. Information System Security:

There is only one system within BTS that is considered to be a “sensitive” system. The Office of Airline Information runs a system that contains financial data from all domestic airlines. This system is known as the Financial Data System. These data are sensitive to specific airlines and as such, these data are protected through system security. User IDs and passwords are required for access to these data, whether they are accessed via terminal, personal computer, or otherwise.

The BTS LAN system is backed up on a regular basis. Incremental backups are made every evening and a full backup is made every Friday night. There is a rotation of two weeks worth of tapes used for backups so there is always a backup on site that is less than one week old. Every month a complete backup is moved off-site for safe storage. There is a set of 12 tapes, one for each month, for each year.

Also, we are in the process of establishing a setup where the LAN server is running in a mirroring RAID environment. If at any time the primary server goes down, the mirroring system disk will kick in without a loss of time or data to the users.

All computers are set up requiring the user to login with his/her user ID and password. LAN and system passwords expire every 90 days.

Internet home page activities reside on a Sun UltraSPARC workstation running a Unix operating system. The operating system itself has significant security features and access to its operating system requires a user ID and password that are changed regularly basis.

Major IT Systems ($50 million or more in total life cycle cost)

BTS has no major IT system.

E. Non-major IT Systems

See attached initiative identified as: BTSOO001.

5. **Proposed Environment**

There are no plans to migrate from the present environment to a new environment.

6. Linking IT Planning and Budgeting Process

There are no plans to migrate from the present environment to a new environment.

INITIATIVE ID: BTSOO001 **OA:** BTS **TYPE:** AIM

NAME OF INITIATIVE:
Bureau of Transportation Statistics Management Information System (BMIS)

CONTACT PERSON AND PHONE:
Walter S. Manning, (202) 366-9259

DESCRIPTION:
BMIS is the base financial accounting system used by the Bureau of Transportation Statistics (BTS) to manage its financial resources. This integrated financial management system was implemented in a prototypical form in September, 1995. Since its initial implementation, deficiencies and improvements have been continuously sought and identified. Currently, it provides a foundation to meet broad financial information needs, improve productivity, and take advantage of rapidly improving automated technologies. However, it is limited in its abilities to provide required reporting and evaluation support. BMIS is in a user driven enhancement and maintenance period that will ensure that BMIS remains both functional and technologically current. This period will address major user enhancements; expanded financial management needs to include budget, program management; and performance measurements. Results from this effort will ensure that BMIS evolves not only to meet future user needs, but also to take advantage of technological advances.

OA GOALS SUPPORTED:

All BTS goals are supported through the BMIS project. It is an agencywide application.

DOT GOALS SUPPORTED:

The BMIS initiative supports the goal of Tying America Together. BMIS provides budgetary and procurement support of those projects aimed at improved coverage, quality, and availability of transportation data and information to support informed decision making. This in turn supports promotion of easy access for all Americans to high quality, relevant, transportation statistical data and information.

MILESTONE 1 AND DATE:	Complete development and implement base	1/99
MILESTONE 2 AND DATE:	Complete enhancements and implement	6/99
MILESTONE 3 AND DATE:	Expand to include budget, program management, and performance measurements	10/98
MILESTONE 4 AND DATE:	Expand to include improved technologies	12/99
MILESTONE 5 AND DATE:	Continue improvements/enhancements	FY 2000

PROJECT STATUS: Installation and setup

TOTAL LIFE CYCLE COST (IN $000): $220

PERFORMANCE AND SAVINGS:

Better serve the BTS and Departmental Budget Officers and senior management in their project and policy decisions. The outcome is an informed decision making function within BTS. Savings will accrue through better decisions.